



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
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PEARL HARBOR HI 96860-5102

JBPHHINST 5320.1  
JB1  
MAY 24 2013

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5320.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM (JBPHH) JOINT BASE  
SUPPORTED COMPONENT FORCE STRUCTURE (JBSCFS) BACKFILL  
PROCESS

Ref: (a) JBPHH Memorandum of Agreement (MOA), Version 4, Dated  
24 August 2009

Encl: (1) JBSCFS Backfill process diagram  
(2) Sample JBSCFS Backfill Summary Slide  
(3) Command Man-day Allocation System (CMAS) checklist

1. Purpose. To set forth policies and provide procedures for the JBSCFS backfill process in support of installation support to JBPHH. This instruction should be reviewed in its entirety.

2. Scope. This instruction is applicable to all JBSCFS billets assigned to JBPHH.

3. Background

a. Per JBPHH MOA para 12 (b), workforce availability impacts, the supported Component (Air Force) is responsible for staffing JBSCFS billets to the level specified in the MOA, as documented in Annex T. If action by the supported Component reduces available JBSCFS manning, the Joint Base Commander (JBC) will determine, with coordination from the appropriate Commanding Officer delegated authority and responsibility in Annex A.4.b and consultation with the Joint Base Partnership Council (JBPC), whether the associated risk can be mitigated within existing resources. If additional resources are required, the supported Component will be responsible for resourcing the requirement (using supported Component processes for funding, backfill personnel, etc.).

b. The goals of the JBSCFS backfill process are to formalize the pre-planning functions, outline timely identification/risk assessment, and mitigate shortfalls within existing workforce resources in compliance with the JBPHH MOA.

c. Formalizing this process provides consistent monitoring of the manning levels of JBSCFS billets by Joint Base Department Heads

and establishes a systematic backfill process for installation support as it relates to JBSCFS manpower availability required for JBPHH.

d. Adjusted business rules will be published when applicable MOA changes affect the status of workforce availability.

e. This instruction applies to Air Force military personnel assigned to a JBSCFS billet. As of the date of publication, there are 605 JBSCFS billets.

#### 4. Backfill Decision Process

a. A risk-based assessment process designed to determine if a backfill for a JBSCFS billet is required in order to meet level specified in MOA, para 12 (b).

b. The JBPHH process encompasses five stages from planning to evaluation.

##### (1) Identify and Plan

(a) 647 ABG Squadron Commanders consult Air Expeditionary Force (AEF) calendar to determine which AEF deployment window each of the JBSCFS billet Airmen are assigned against.

(b) Joint Base Leadership Team (JBLT) (JBC, DJBC, CSO, Sr. Enlisted) will categorize each of the 605 JBSCFS billets based on projected backfill requirements.

1. Backfill Required: Backfills will be requested from the Air Force for JBSCFS billets included in this category to remain in compliance with the JBPHH MOA, para 12(b) Workforce Availability Impacts.

2. Case-by-case Determination: Determination will be made on a case-by-case basis for JBSCFS billets in this category. Decisions will be based on the total number of vacancies in the department, current manning levels, duration of vacancy, etc.

##### (2) Risk Assessment

(a) Joint Base Department Heads, in coordination with the appropriate 647 ABG Squadron Commander, will validate deployment tasking against JBSCFS backfill category determined by JBLT.

(b) Risk Assessment determinations for department manning levels will be based on decision point triggers associated with Joint Base Common Output Levels (JB-COLS).

(c) JBSCFS Decision Point triggers are defined as follows:

1. Green - JB-COLS and mission are being met, unit can absorb leave/absences, military training is occurring; manageable personnel safety risks or "Case-by-case" decision billet; JB can absorb absences.

2. Amber - JB-COLS and mission are met with extra effort or overtime; leave closely managed; military training modified; moderate risk to personnel safety or "case-by-case" decision billet; JB can meet with extra effort or overtime.

3. Orange - JB-COLS and mission are met with tremendous impact upon personnel and mission. Minimal leave for members, response limited to emergencies only, military training non-existent or at the expense of off-duty time; increased moderate risk to personnel safety. OR "Case-by-case" decision billet; JB can meet with significant impact upon personnel.

4. Red - JB-COLS and mission not met. Work center is broken, remaining personnel unable to keep up with work load, training not be conducted, and personnel safety at risk. Or "Backfill Required" billet.

(d) JB Department Heads evaluate vacancies against department manning levels and coordinate with associate Commanding Officers (CO) (Commander, Navy Region Hawaii (CNRH), Naval Facilities HI (NAVFAC), Naval Supply Fleet Logistics Center (NAVSUP), etc.).

### (3) Decide and Notify

(a) Upon notification of potential deployer, JB Department Heads report taskings to JBLT as necessary to ensure timely notification of potential backfill request provided to Pacific Air Forces (PACAF) Functional Area Manager (FAM). JB Department Heads, in coordination with appropriate 647 ABG Squadron Commander, develop and present courses of action (COA) based on department's ability to meet JB-COLS.

(b) JBC notifies appropriate Commanding Officer (CNRH, NAVFAC, NAVSUP, etc.) and consults Joint Base Partnership Council (JBPC).

(c) COs evaluate proposed COAs considering backfill category of position as determined by JBLT and determine whether taskings would reduce manning below JB-COLS/mission threshold.

(d) If selected COA is to pursue backfill, JBC notifies PACAF/A7 of backfill requirement.

(4) Validate and Support

(a) PACAF/A7, as Director, Installations and Mission Support, reviews backfill requirement determined by JBC, coordinates with appropriate PACAF FAM and proposes backfill solution within 30 days.

(b) If PACAF can provide backfill, JBC evaluates proposed backfill and either accepts or rejects. If proposal accepted, backfill will be executed accordingly. If rejected, returned to PACAF for action.

(c) If PACAF cannot provide backfill, PACAF develops workaround agreeable to JBC. If JBC accepts, workaround will be executed accordingly. If workaround rejected, returned to PACAF for action.

(5) Evaluate and Assess (Post-Backfill)

(a) JBC evaluates effectiveness of backfill and provides feedback to JBLT, JBPC, & PACAF FAMs.

(b) Appropriate JB Department Head implements plan to correct any identified issues.

5. Roles and Responsibilities

a. Joint Base Commander (JBC). In concert with JBLT, JBC categorizes each of the 605 JBSCFS billets based on projected backfill requirements. Reviews status of the backfill requirements, as reported by JB Department Heads, and notifies PACAF/A7 of backfill requirement. Evaluates proposed PACAF backfill and either accepts or rejects. Provides feedback to JBLT, JBPC and PACAF FAMs on executed backfill.



b. Deputy Joint Base Commander/647 ABG Commander (DJBC/647 ABG/CC). As member of JBLT, DJBC categorizes each of the 605 JBSCFS billets based on projected backfill requirements. Reviews monthly backfill requirement status, provided by 647 ABG Squadron Commanders, in coordination with 647 FSS Manpower Chief.

c. Joint Base Chief Staff Officer (CSO). As member of the JBLT, CSO categorizes each of the 605 JBSCFS billets based on projected backfill requirements. Provides oversight to JBLT when Air Force policies, orders, etc. affect JBSCFS personnel and/or their availability to Installation Support. Serves as initial touch point for JB Department Head backfill requirement COAs.

d. Senior Enlisted Advisor. As member of JBLT, categorizes each of the 605 JBSCFS billets based on projected backfill requirements. Provides recommendations to JBC and DJBC as to the health and welfare of AF Airmen providing Installation Support.

e. Joint Base Department Heads. In coordination with appropriate 647 ABG Squadron Commander, DHs validate deployment tasking against JBSCFS backfill category determined by JBLT. Base risk assessment determinations on department's ability to sustain JB-COLS and mission and coordinate with appropriate COs. In coordination with appropriate 647 ABG Squadron Commander, develop and present COA based on department's ability to meet JB-COLS. Upon direction from JBC, implement plan to correct any identified issues with executed backfill.

f. 647th Air Base Group Squadron Commanders. 647 ABG Squadron Commanders consult AEF calendar to determine which AEF deployment window each of the JBSCFS billet Airmen are assigned against. In conjunction with JB Department Heads, develop decision slides to forecast when deployment tempos will strike a critical manning point requiring a JBSCFS Backfill process. Identify required skill sets to determine the best/most appropriate installation support backfill workforce: military, civilian or contract workers. Confer with Manpower representatives to identify manning levels for consideration of backfill COAs for those billets where decisions are required on a "case-by-case" basis. Prepare backfill plans in coordination with the JB Department Heads for reporting to JBLT.


g. Naval Facilities Command, Hawaii and Naval Supply Fleet Logistics Center Commanding Officers. As a Commanding Officer with delegated authority in Annex A, Command Authority, coordinate with JBC on backfill plan for JBSCFS billets under their organization.

h. PACAF/A7. As Director, Installations and Mission Support, review backfill requirements submitted by JBC, coordinate with appropriate PACAF FAM and responds with backfill proposal within 30 days. Ensures PACAF FAMs coordinate with appropriate 647 ABG Squadron Commanders on deployments to ensure timeliness of notification affords JBPHH and Air Force greatest opportunity to prepare for all possible JBSCFS backfill scenarios, as some take more lead time than others.

i. 15 CPTS (15 CPTS/CC). 15 CPTS Resource Manager will compile summary of 647 ABG current Overseas Contingency Operations (OCO) and man-day resources to highlight forecasted shortfalls and available funding.

6. Backfill Report. 647 ABG Squadron Commanders will compile long term overview slides of current backfill status as summary of JBSCFS billets assigned to each squadron (see attachment 2 - sample JBSCFS backfill summary slides). These slides will be reviewed each month by the DJBC/647 ABG/CC with input from 647 FSS/MORF for validation and backfill status updates. 647 ABG Squadron Commanders will also prepare summary slide of JBSCFS backfills needed and any current shortfalls that exists for JBC on a quarterly basis. This summary will be provided to JBPC as needed.

7. Action. Questions regarding this publication should be addressed to the Joint Base Chief Staff Officer at (808) 473-2153.



J. W. JAMES

Copy to: <https://g2.cnid.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/default.aspx>



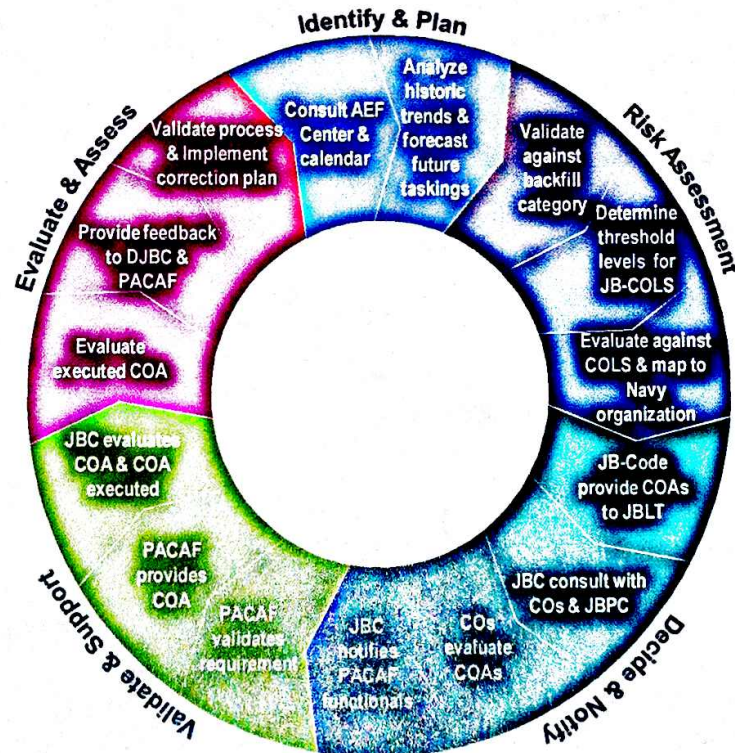
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## JBSCFS Backfill Process



# JBPHH Backfill Process

The JBPHH process encompasses 5 stages from planning to evaluation





Sample JBSCFS Backfill Summary Slides



# Backfill Summary All AFSCs

(This slide would likely be completed by the JB1 compiling all JB-code input)

Monthly Outlook	1 - 3 Jan - Mar	3 - 6 Apr - Jun	6 - 9 Jul - Sep	9 - 12 Oct - Dec	12+ Jan+
Tasking	CY10/Proj 48 / 50	CY10/Proj 54 / 35	CY10/Proj 41 / 65	CY10/Proj 46 / 56	CY10/Proj 48 / No Data
Backfill Requests	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0
Current Backfill Sourced	Mil/Civ/Ctr 1 / 8 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0	Mil/Civ/Ctr 1 / 16 / 0
Delta (difference b/n requests/sourced)	0 / 8 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0	0 / 0 / 0
Backfill Plan	1 OCO RPA in works for Log Plans and 7 for Vehicle Ops to cover remaining requirements.				

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Updated: xx



Command Man-day Allocation System (CMAS) checklist

**647 ABG Man-day Request Checklist**

- **AUTHORITY:** 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 164, Commanders of Combatant Commands, DoD 5200.2-R, DoD Personnel Security Program; AFI 33-129, Web Management and Internet Use; AFI 33-202, Network and Computer Security and E.O. 9397 (SSN).
- **PRINCIPAL PURPOSE(S):** Automates the administrative/management activities associated with the day-to-day operations of an organization. These include but are not limited to: administering/managing required training, unit calendars, information sharing, personnel listings/rosters, facility work requests and security functions. Information may be used by management for system efficiency, workload calculation, or reporting purposes.
- **ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.
- **MANDATORY OR VOLUNTARY:** The statute or the executive order does not provide a penalty, therefore submission of information is voluntary.

This checklist should be utilized to ensure all required information pertaining to the individual identified in this request for man-days, be gathered prior to official submission via the Command Man-Day Allocation System (CMAS). All items must be completed and the checklist returned to the 647 ABG CMAS representative. If you have any questions, please call the Commander's Support Staff, 982-5499 or 982-2600.

\*\*\*\*Failure to include all necessary information will result in man-day request being returned without any action taken.



**Requesting Squadron POC Information**

Name/Rank: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
DSN/Commercial Phone: \_\_\_\_\_  
PACAF Directorate: \_\_\_\_\_

**Alternate POC Information**

Name/Rank: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
DSN/Commercial Phone: \_\_\_\_\_

**Member's Information**

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
RANK \_\_\_\_\_ TAFMS (Y/M/D) \_\_\_\_\_  
DUTY AFSC \_\_\_\_\_ (Enlisted) DOS/ETS \_\_\_\_\_  
PAS Code \_\_\_\_\_ Security Clearance \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Has 1095 Registration been approved by MPA Manager/Technician? Yes \_\_\_\_\_ No \_\_\_\_\_

Has AF Form 49 (Application for MPA Man-Day Tour) been completed? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*MPA request cannot be allocated until the 1095 Registration is approved

**MPA Duty Information**

MPA Request Number: \_\_\_\_\_ Tour Start Date: \_\_\_\_\_  
Number of Days Requested: \_\_\_\_\_ Tour End Date: \_\_\_\_\_

1095 Date: \_\_\_\_\_ Estimated Tour Cost: \_\_\_\_\_  
Key/Essential Position: Yes \_\_\_\_\_ No \_\_\_\_\_

**Supported Function**

MAJCOM Supported \_\_\_\_\_ Hiring FA \_\_\_\_\_  
Mission Performed \_\_\_\_\_ AEF Tour \_\_\_\_\_  
MPA Total \_\_\_\_\_ MPA Business Tasking \_\_\_\_\_  
War Effort Tasking \_\_\_\_\_  
Initial Tour \_\_\_\_\_ Tour Amended \_\_\_\_\_  
Authorized Per Diem Amount \_\_\_\_\_ Per Diem Waived \_\_\_\_\_  
Processed Medical \_\_\_\_\_